

**Borough of Greencastle
March 2025 Council Meeting
Manager's Report**

Administration & Finance

Task	Report	Timeline
Committee Meeting Agenda Items: February 13, 2025	<ul style="list-style-type: none"> • Review of budget to actual expense reports - EOY 2024 & YTD 2025 • Discuss police department equipment purchase requests - Tasers & drone - Recommendation of approval to Council • Review free parking downtown during holiday season & related donation to the Chamber of Commerce 	Next meeting date – TBD
FY 2024 Financial Audit	<ul style="list-style-type: none"> • Fieldwork with Boyer & Ritter to conduct the financial audit for FY ending December 31, 2024 is planned for mid-April - Staff compiling various end of year reports for review 	April – financial audit fieldwork complete & DCED-CLGS-30 August - DCED-CLGS-04

Community & Economic Development

Task	Report	Timeline
Beautification Committee	<ul style="list-style-type: none"> • The Borough is accepting donations and sponsors for the new benches and trash cans installed in Center Square - 1 bench & 3 trash cans remain in need of sponsorship 	Apr 8 at 3pm – next committee meeting
Committee Meeting Agenda Items: February 6, 2025	<ul style="list-style-type: none"> • Town Hall Plaza - Capital campaign committee development - Temporary use of property - Retaining wall project • Portable Storage Container & RV Parking Ordinance - Further review at subsequent meeting • Rental Inspection Program - Further review at subsequent meeting 	Next meeting date – TBD
Corporal Rihl Marker	<ul style="list-style-type: none"> • Council approved the removal of the deteriorated PA Civil War Trails Corporal Rihl sign from Center Square • Approved sponsorship of a new Civil War Trails sign communicated to the Franklin County Visitors Bureau • New sign hopefully to be installed by Old Home Week 	Feb – Council approval of current sign removal & sponsorship of a new sign

<p style="text-align: center;">Town Hall Plaza Project</p>	<ul style="list-style-type: none"> • Phase 1A – repairing the brick wall – work completed • Council approved the creation of a Capital Campaign Committee focusing on local fundraising efforts to further the development of this lot into a community plaza <ul style="list-style-type: none"> - Committee leadership and members to be established in the coming months • Council reviewed two concept plans and made recommendation to proceed with the plan establishing an expanded entrance on Baltimore Street <ul style="list-style-type: none"> - Staff reviewed the project with Brightspeed who was supportive of the plan and identified no concerns with utilizing the front portion of the Brightspeed parcel for the plaza entrance - An agreement will be drafted for execution by the Borough and Brightspeed confirming the long-term public use of the identified portion of property • Next steps: <ul style="list-style-type: none"> - Council workshop to further review the project, capital campaign committee, temporary use of the property - Retaining wall project – scope & contractor quotes - Final plan & comprehensive budget established 	<p>Jun 2023 – purchased property</p> <p>Jan – project phase 1A complete</p> <p>Feb – Council’s recommendation of expanded entrance concept plan</p> <p>Mar – Council workshop</p> <p>May – design plan & budget finalized</p> <p>Jun – signage installed on parcel showing project plans & retaining wall project completed</p> <p>Jul – prep site for OHW temporary usage</p> <p>2025 – fundraising efforts</p>
<p style="text-align: center;">Proposed Ordinance: Portable Storage Containers & RV Parking (No Change)</p>	<ul style="list-style-type: none"> • The draft ordinance as recommended by the Planning Commission establishes regulations for the use, size, location, and permitting of portable storage containers <ul style="list-style-type: none"> - Separate regulations for residential and commercial zoning districts • Draft RV parking proposed regulations include: <ul style="list-style-type: none"> - 1 per property; allowed in a carport, rear yard, or side yard if behind the front face of the primary structure - No inhabitation of any kind, 24-hr per week loading time allowable, no connection to Borough utilities - No parking on public roadways at any time 	<p>May 2024 – PC recommendation to Borough Council</p> <p>Jun 2024 – Council approved legal review</p> <p>Mar 2025 – committee review</p> <p>May 2025 – Council review & consideration for advertisement</p>

Current Development Under Review – NEXT COMMISSION MEETING – March 10th at 6pm

Name of Development	Zoning District	Proposed Use & Improvement	Status
<p style="text-align: center;">American Legion</p>	<p style="text-align: center;">R-2</p>	<ul style="list-style-type: none"> • Final SD/LD plan for the construction of an additional parking area <ul style="list-style-type: none"> - Net gain of 31 stalls - Stormwater mgmt 	<ul style="list-style-type: none"> • Most recent plans received 3/3/2025 • Plans tabled during the December PC meeting pending satisfaction of engineering comments

<p>GASD & Chambersburg Hospital Subdivision</p>	<p>CC-II & INS</p>	<ul style="list-style-type: none"> • Subdivision of the Chambersburg Hospital parcel fronting on Eastern Avenue • Consolidation of 10.097 acres to school district tract 	<ul style="list-style-type: none"> • Plans submitted to Borough & Township Planning Commissions • 180-day extension approved, review period until 5/7/2025 • Plans to be reviewed by Council at the April 7th meeting
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Recently Approved Development

<p>162 S. Carlisle St (No Change)</p>	<p>R-2</p>	<ul style="list-style-type: none"> • LD plans have been approved to construct 3 attached residential units 	<ul style="list-style-type: none"> • July 1, 2024 - Council approved land development plans • Developer finalizing all pre-construction requirements
<p>Buchanan Flats</p>	<p>R-2</p>	<ul style="list-style-type: none"> • 10 multi-family structures - 2 buildings = 48 units in Borough, total 288 units 	<ul style="list-style-type: none"> • June 26, 2023 - Council approved final LD plans, outstanding conditions include: <ul style="list-style-type: none"> - Township & PennDOT approval - Agreeable timeline for opening the Moss Spring Ave connection • Updated plans submitted February 14, 2025 <ul style="list-style-type: none"> - Plan set is substantively unchanged other than phasing - Phasing plan establishes two phases, two Borough buildings to be constructed in Phase 1 • Developer addressing outstanding items & fees
<p>Dollar General on N. Antrim Way</p>	<p>HC</p>	<ul style="list-style-type: none"> • Final subdivision and land development plans approved for the construction of a Dollar General store 	<ul style="list-style-type: none"> • August 5, 2024 - Council conditionally approved final land development • Construction soon to be finalized • All fees currently paid in full
<p>Patriot Federal Credit Union Land Development</p>	<p>HC</p>	<ul style="list-style-type: none"> • Land development plan includes the demolition of the existing Rite Aid building and construction of a bank with drive thru bays 	<ul style="list-style-type: none"> • December 2, 2024 - LD plans approved by Council • Plans recorded, developer's agreement signed, financial security submitted • Land use permit approved • Demolition & construction planned to begin in March

Personnel

Task	Report	Timeline
Full-Time Police Officer Hiring	<ul style="list-style-type: none"> • The 2025 budget was approved including the hiring of 1 additional full-time officer with the position budgeted to be filled in June • The Civil Service Commission met and authorized staff to proceed with the written and oral testing procedures for the hiring of a full-time police officer <ul style="list-style-type: none"> - Staff to advertise and schedule written testing 	Feb 3, 2025 – Council activation of CSC Feb 25, 2025 – Civil Service Commission authorized testing Apr to May – testing Jun 2025 – officer hiring

Public Facilities – NEXT COMMITTEE MEETING – March 20th at 9am

Task	Report	Timeline
Committee Meeting Agenda Items: February 20, 2025	<ul style="list-style-type: none"> • Engineering services reviewed <ul style="list-style-type: none"> - Several local engineering firms provided proposals for services and rate schedules - Project based engineering to be utilized based on the specialties of identified engineering firms • Consideration of N. Carlisle St rebilling request • Review of necessary N. Washington St sidewalk repairs <ul style="list-style-type: none"> - Ganoë Paving to review concerns & make the repairs when weather conditions best suit 	Next meeting date – March 20 th at 9am
2019 CDBG ADA Ramps (No Change)	<ul style="list-style-type: none"> • Scope: install 42 ADA ramps at various locations • Funding = \$289,500.00, extension granted until July 2025 • Budget: <ul style="list-style-type: none"> - Engineering = \$88,205.00 - design/bid, permitting, RPR - Construction = \$288,770.00 - Ganoë Paving contract • Update: <ul style="list-style-type: none"> - 25 ramps completed to date - Remaining 17 ramps are located on PennDOT roadways and require an approved Highway Occupancy Permit <ul style="list-style-type: none"> ▪ PennDOT HOP approved December 11, 2024 - Council approved contract times halted pending approval of the PennDOT HOP, weather permitting <ul style="list-style-type: none"> ▪ Construction planned to begin again in April once plants are open to provide PennDOT approved materials and temperatures are consistent - Extension request approved by DCED to extend the project activity period <ul style="list-style-type: none"> ▪ Deadline to complete construction extended to June, 1 2025 	<u>2024</u> Jun – design complete Jul – project advertise Aug – bids due Sep – awarded project & executed contract Oct to Nov – construction Oct 22 nd – HOP submittal Dec 11 th – HOP approval <u>2025</u> Jan – submittal & approval of funding extension Apr – construction resumes Jun – construction deadline

<p>2022 CDBG & Green Light Go: Walter Ave & Rt 11 Intersection</p>	<ul style="list-style-type: none"> • Scope: install pedestrian crosswalk signals, ADA ramps, reconfigure crosswalks on three corners of intersection, incorporate a left turn signal option on Rt 11 • Green Light Go funding awarded for updates to all of the Borough's signal controllers which will be incorporated into a comprehensive intersection improvements project for the Walter Ave & Rt 11 signal • Funding: <ul style="list-style-type: none"> - CDBG – \$286,103.00 - GLG – \$229,080.00 to update all (3) signal controllers • Budgeted engineering = \$40,000 for design, bid, permits • Update: <ul style="list-style-type: none"> - Signal permit & Highway Occupancy Permit approved by PennDOT which include the addition of the left turn lanes & signals to be added at this intersection - Plans call for the relocation of the utility pole on the south west corner on Walter Avenue <ul style="list-style-type: none"> ▪ Staff met with Brightspeed to review moving the pole ▪ Brightspeed to provided cost & timeline for relocating 	<p><u>2024</u></p> <p>Oct – design work</p> <p>Nov – traffic counts, HOP, & signal permit submittal to PennDOT</p> <p><u>2025</u></p> <p>Feb – PennDOT approval of HOP & signal permit</p> <p>Apr – bid project</p> <p>May – award project and execute contract</p> <p>Jun to Oct – construction</p> <p>May 2026 – GLG funding deadline</p>
<p>2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave (No Change)</p>	<ul style="list-style-type: none"> • Scope: install flashing beacon at E. Baltimore Street at S. Ridge Avenue crosswalk • Funding: \$55,000.00 for engineering & installation • Update: <ul style="list-style-type: none"> - No funding approved for the additional scope related to the requested bump out structure - Staff submitted a subsequent funding request for additional signage to help facilitate greater notification of pedestrians utilizing the crosswalk <ul style="list-style-type: none"> ▪ Additional signage request pending DCED review 	<p>Feb – confirmation of scope of work</p> <p>Mar – design work</p> <p>May – finalized design for review & approval</p> <p>Jun – bid project</p> <p>Aug to Oct – construction</p> <p>2028 – funding deadline</p>
<p>N. Carlisle Street Project Finalization</p>	<ul style="list-style-type: none"> • All finalized properties have been rebilled <ul style="list-style-type: none"> - First payment due March 1, 2025 - Invoices and payment agreements sent to all impacted residents with finalized curbing and/or sidewalks • Sidewalk repairs are needed to finalize the project <ul style="list-style-type: none"> - Staff to send letters to all property owners of sidewalks with vandalism, suggest individual meetings to determine best option for finalization - Ardex repairs completed on Borough owned bump-outs to establish an option for sidewalk repairs and determine any maintenance concerns 	<p>Jun 2024 – initial sidewalk rebilling letters mailed out</p> <p>Jan 14 – 1st invoices sent to residents</p> <p>Mar 1 – 1st installment payments due</p> <p>Spring – resident meetings, sidewalk repairs, project completion</p>

Public Safety

Task	Report	Timeline
<p>Committee Meeting Agenda Items: February 6, 2025</p>	<ul style="list-style-type: none"> • Traffic concerns reviewed: <ul style="list-style-type: none"> - Madison Street at Sheetz entrance & Rt. 11 intersection - Left turn from Pine Lane (east-bound) to N. Washington Street (south-bound) - Intersection of Church Lane and Windsor Street - Speed on N. Linden Avenue • Police Department updates & requests: <ul style="list-style-type: none"> - Drone Project - Equipment Request – tasers - Policies and Procedures - Community Cameras 	<p>Next meeting date – TBD</p>
<p>Jerome R. King Playground Association Camera Donation</p>	<ul style="list-style-type: none"> • The Playground Association has expressed their plan to purchase and then donate several security cameras <ul style="list-style-type: none"> - Cameras to be installed on the playground property and integrated into the Greencastle Police Department’s current surveillance camera system • Council to review and authorize the execution of an agreement as drafted by Salzmann Hughes <ul style="list-style-type: none"> - The agreement has been provided to the Association’s board for review - Execution and signatures pending Council approval 	<p>Feb – agreement provided to Playground Association Mar 3rd – Council consideration Mar 12th – Association final approval Apr – camera installation</p>
<p>Pennsylvania Commission on Crime and Delinquency (PCCD) Grant</p>	<ul style="list-style-type: none"> • Funding in the amount of \$122,000 was approved in late 2023 for the purchase of following police equipment: <ul style="list-style-type: none"> - 4 vehicle radios - 4 mobile video recorders (MVRs) - 4 license plate readers (LPRs) • Staff has worked with PCCD representatives to complete the purchase of the approved radios and MVRs from Motorola • GPD has determined LPRs are not a desirable technology at this time; therefore, staff is working with PCCD to determine other options for the remaining funds <ul style="list-style-type: none"> - Funding extension requested to finalize purchases by September 30, 2025 - Reimbursements to be received by EOY 2025 	<p>Nov 2023 – grant funding approval Feb – PCCD approval of Motorola radio & MVR purchases Mar – extension request submittal Sep – requested funding deadline</p>

Public Works Department Operational Updates

- PA One Calls - 53 completed in February, YTD total = 105
 - Includes marking utilities for any digging, upcoming construction work, and/or development projects
- Ordinance 2025-01 follow up:
 - Installation of car only parking signage as approved within Center Square
- Removal of deteriorated Corporal Rihl marker from Center Square as approved by Council
- Borough-wide street sweeping to remove debris from snow treatment
- Minor pothole repairs in several locations
- Investigated and remediated lighting issues in Center Square
- Uncovered buried sewer manholes as identified during the Mr. Rehab inspection work completed in 2024

Sewer Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement (No Change)	<ul style="list-style-type: none"> • Current agreement was established in March of 1990 outlining terms for the Borough’s treatment of sewage received from residents located in Antrim Township • Agreement reserves a maximum flow of 200,000 gallons per day, tying up a considerable amount of plant capacity <ul style="list-style-type: none"> - Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day • Township legal counsel reviewing the updated agreement • Staff has communicated to Antrim Township staff that the agreement needs to be finalized by the end of March 	<p>Jul 2024 – staff’s initial contact with Township</p> <p>Oct 2024 – meeting with Antrim Township</p> <p>Mar 2025 – Council authorize execution of new inter-municipal agreement</p>
Sewer Ordinance Chapter 155 (No Change)	<ul style="list-style-type: none"> • More comprehensive; provides greater protection for the Borough and clearer specification of sewer regulations • Salzman Hughes is reviewing and preparing the document for Council consideration 	<p>Aug 2024 – legal review</p> <p>2025 – Council review & enactment of updated ordinance</p>

Sewer Department Operational Updates

- Managed several weather-related electrical issues; power lines down, utilized generator power, breaker tripping
- Compiled quotes for the garage roof replacement
- Reviewed Mr. Rehab videos of 2024 inspection and rehabilitation work
 - Identifying necessary repairs and determining capital improvement projects
 - Grants to be evaluated for identified repairs
 - Videos provided to ARRO for updating the sewer infrastructure GIS mapping
- Evaluated sewer lateral at Borough Hall; PW uncovered line, WWTP used the push camera to locate issues
- Walked meadow from the end of Franklin Street to Grant Shook Road to check manholes for surface concerns
- Snow and ice removal at the waste water treatment plant and all pumping stations